



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

JUN 30 2008

OFFICE OF THE SECRETARY

MEMORANDUM FOR SAF/MR

SUBJECT: Appointment of Designated Federal Officer (DFO) to the United States Air Force Academy Board of Visitors

In accordance with the provisions of Sections 10(e) and 10(f) of the Federal Advisory Committee Act, Public Law 92-463 (5 USC, Appendix, as amended), and as implemented by Department of Defense Instruction (DODI) 5105.04, *Department of Defense Federal Advisory Committee Management Program*, Ms. Barbara Barger, SES, is hereby appointed as the Designated Federal Officer for the United States Air Force Academy Board of Visitors.

In the capacity as the DFO, she will:

- Approve or call, and attend all committee and subcommittee meetings
- Approve meeting agendas
- Adjourn meetings when determined to be in the public interest
- Ensure compliance with DoD policies for handling National Security Information
- Ensure timely notice of meetings be published in the Federal Register
- Maintain records, reports, transcripts, minutes, or other documents of the committee and subcommittees and have available for public inspection at a single location
- Maintain records and disclose disposition of all funds at the disposal of the committee
- Provide copies of committee reports to the Library of Congress
- Update the Federal Advisory Committees database
- Consult with the AF Group Federal Officer on all matters relating to committee administration
- Staff all committee administration documentation through SAF/AAX

A handwritten signature in black ink, appearing to read "W. A. Davidson", is positioned above the printed name.

WILLIAM A. DAVIDSON  
Administrative Assistant